



September 27, 2010

To: California Forensic Services Laboratory Directors, Medical Examiners, and Coroners

Subject: REQUEST FOR APPLICATION – 2010 California Coverdell Program

The California Emergency Management Agency (Cal EMA), Public Safety Branch, Crime Suppression Section is pleased to announce the release of the Request for Application (RFA) for the 2010 California Coverdell Program. ***Please read the attached RFA in its entirety, as some sections have been updated or added – particularly with regards to eligibility and funding opportunities.***

A total of \$2,454,081 in National Institute of Justice (NIJ) funds is anticipated to be made available for the 2010 California Coverdell Program. Only the laboratories identified in this RFA are eligible to apply and receive funding under this program. The California Coverdell Program has an 11-month funding cycle, beginning October 01, 2010 and ending August 31, 2011. Please be advised that extensions will not be granted for this award.

In order to be considered for funding for Fiscal Year (FY) 2010/11, Applicants must submit a complete application to Cal EMA no later than November 24, 2010, at 5:00 p.m. Applications must be addressed to:

California Emergency Management Agency
Public Safety and Victim Services Division
Crime Suppression Section
3650 Schriever Avenue
Mather, CA 95655
ATTN: 2010 California Coverdell Program

Only those applications meeting the eligibility requirements of this program will be approved for funding. If you have any questions regarding this RFA, please contact Darren Tsang, Crime Suppression Section, at (916) 324-9199 or by e-mail at darren.tsang@calema.ca.gov.

Sincerely,

BRENDAN A. MURPHY
Director of Grants Management

2010 CALIFORNIA COVERDELL PROGRAM

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2010 CALIFORNIA COVERDELL PROGRAM

PART I – OVERVIEW

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 - C. APPLICATION DUE DATE AND SUBMISSION OPTIONS
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A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for California Emergency Management Agency (Cal EMA) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and is accessible on our website at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under “Quick links” for the “Criminal Justice Programs Recipient Handbook” or scroll over the “Grant Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” and then look under the “Related Links” section for “Recipient Handbooks.”

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted by telephone, fax, or e-mail to:

Darren Tsang
Crime Suppression Section
Work: (916) 324-9199
Fax: (916) 323-1756
E-Mail: darren.tsang@calema.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original application must be delivered to Cal EMA’s Public Safety and Victim Services Division by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by **November 24, 2010** OR hand-delivered by 5:00 p.m. on **November 24, 2010** to:

California Emergency Management Agency
Public Safety and Victim Services Division
Crime Suppression Section
3650 Schriever Avenue
Mather, CA 95655
Attn: 2010 California Coverdell Program

D. ELIGIBILITY

Eligibility is restricted to the California forensic science laboratories, medical examiners’ offices, and coroners’ offices identified in Part I, Section F of this RFA. Eligible laboratories must also certify to the following:

1. Applicant is currently accredited with a Forensic Crime Laboratory Organization or appropriate certifying body, such as the American Society of Crime Laboratory Directors / Laboratory Accreditation Board (ASCLD/LAB), National Association of Medical Examiners (NAME), or Forensic Quality Services (FQS);
2. Applicant will take steps towards achieving ASCLD/LAB accreditation, if not already accredited;
3. Applicant currently has an active in-house laboratory and performs scientific analysis with one or more of the qualifying ASCLD/LAB disciplines; and
4. Applicant has a written process in place regarding external investigations into alleged negligence or misconduct that could adversely affect the integrity of forensic results committed by employees or contractors of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount.

E. FUNDS

Cal EMA anticipates \$2,454,081 will be made available for the 2010 California Coverdell Program from the Office of Justice Programs (OJP), National Institute of Justice (NIJ), Paul Coverdell Forensic Science Improvement Grants Program.

The NIJ, Paul Coverdell Forensic Science Improvement Grants Program awards funds to help improve the quality and timeliness of forensic science and medical examiner services. Funds may be used to eliminate a backlog in the analysis of forensic evidence and to train and employ forensic laboratory personnel, as needed, to eliminate such a backlog.

Funds under the NIJ, Paul Coverdell Forensic Science Improvement Grants Program are not designed to sustain a project for a significant period of time. Funds provided under this Program are intended to supplement existing funds in order to help meet short-term goals of reducing case backlog and/or improving the turn-around time of forensic and/or medical examiner cases. As such, this Program has an 11-month funding cycle, beginning October 01, 2010 and ending August 31, 2011. Be advised that extensions will not be granted for this award.

Each agency that receives funding should have a sustainability plan to continue operations beyond current funding opportunities. Sole reliance on supplemental grant funds could lead to consequences that impact the community that relies on the laboratory for their services.

To support agency needs, Applicants are encouraged to explore additional funding opportunities through:

[Grants.gov](#)

[National Institute of Justice](#)

[Bureau of Justice Assistance](#)

F. PROGRAM INFORMATION

Cal EMA, Public Safety and Victim Services Division, provides funding to state and local units of government. These funds are used to assist state agencies and local jurisdictions to improve the function of the criminal justice system. The goal of the 2010 California Coverdell Program is to improve the quality, timeliness, and credibility of forensic science and medical examiner services over current operations. This program permits funding for crime laboratories, medical examiners' office, and coroners' offices for on-going educational and/or training and developmental needs of qualified staff, overtime for the reduction of backlogged cases, and equipment to help increase the efficacy of the laboratory. Funds may be used to eliminate a backlog in the analysis of forensic evidence and to train and employ forensic laboratory personnel, as needed, to eliminate such a backlog.

A state or local unit of government that receives funding under the 2010 California Coverdell Program must use the funds for at least one of the following three program purposes (objectives):

1. To carry out all, or a substantial part, of a program intended to improve the quality and timeliness of forensic science or medical examiner services in the state, including those services provided by laboratories operated by the state and those operated by local units of government within the state.
2. To eliminate a backlog in the analysis of forensic science evidence, including the examination of controlled substances, toxicology, trace evidence, firearms, questioned documents, biology/DNA, crime scene evidence, latent prints, digital media, and pathology.
3. To train, assist, and employ forensic laboratory personnel, as needed, to eliminate such a backlog.

Due to an increased level of funding for the Program, five new eligible participants – Chula Vista Police Department, Fresno County Sheriff's Department, Los Angeles County Coroner's Office, and the San Diego and San Francisco Medical Examiners' Offices (highlighted in the chart below) - have been introduced into the California Coverdell Program. The approximate amount available for each eligible state or local unit of government is outlined in the chart below.

1. Baseline (Formula):

Approximately two-thirds (\$1,616,870) of the \$2,454,081 available for local assistance will be made available to all twenty-three (23) accredited forensic laboratories as a baseline to fund one or more of the three program purposes (objectives) outlined above. The baseline funding offered under this RFA will allow California to continue in its efforts to improve the quality and timeliness of forensic science services over current operations. Laboratory analysis would be focused on the following ASCLD/LAB accredited disciplines:

1. Controlled Substances
2. Toxicology
3. Trace
4. Firearms
5. Questioned Documents
6. Biology / DNA
7. Crime Scene
8. Latent Prints
9. Digital Media
10. Pathology

LABORATORY	QUALIFYING STAFF	PERCENTAGE	ALLOCATION
Alameda County Sheriff's Department	23	1.573%	\$ 25,433
Chula Vista Police Department	6	0.410%	\$ 6,629
Contra Costa County Sheriff's Department	50	3.420%	\$ 55,297
El Cajon Police Department	3	0.205%	\$ 3,315
Fresno County Sheriff's Department	17	1.163%	\$ 18,804
Kern County District Attorney	31	2.120%	\$ 34,278
Long Beach Police Department	16	1.094%	\$ 17,689
Los Angeles County Coroner	40	2.736%	\$ 44,238
Los Angeles County Sheriff's Department	214	14.637%	\$ 236,661
Los Angeles Police Department	154	10.534%	\$ 170,321
Oakland Police Department	24	1.642%	\$ 26,549
Orange County Sheriff - Coroner	118	8.071%	\$ 130,498
Sacramento County District Attorney	45	3.078%	\$ 49,767
San Bernardino County Sheriff's Department	51	3.488%	\$ 56,396
San Diego Medical Examiner	16	1.094%	\$ 17,689
San Diego County Sheriff's Department	69	4.720%	\$ 76,316
San Diego Police Department	56	3.830%	\$ 61,926
San Francisco Medical Examiner	15	1.026%	\$ 16,589
San Francisco Police Department	32	2.189%	\$ 35,393
San Mateo County Sheriff's Department	29	1.984%	\$ 32,079
Santa Clara County District Attorney	54	3.694%	\$ 59,727
Ventura County Sheriff's Department	49	3.352%	\$ 54,197
CA DOJ, Bureau of Forensic Services	350	23.940%	\$ 387,079
"BASELINE" FORMULA TOTAL	1462	100.000%	\$ 1,616,870

2. **White Paper:**

\$500,000 of the \$2,454,081 established for local assistance at this time, will be made available only to the five new eligible participants through a white paper process. The five new eligible Applicants may submit a separate proposal for additional funds, up to \$100,000 per applicant agency. The Applicants should identify the problem(s) to justify the need for additional funding, a plan to address the problem(s), capabilities to implement the plan, and a timeline. Applicants are encouraged to review "California Crime Laboratory Review Task Force: An Examination of Forensic Science in California found at http://aq.ca.gov/publications/crime_labs_report.pdf, and address applicable laboratory findings and recommendations relative to their laboratory.

The remaining white paper funding (\$337,211) is being made available to the ongoing eighteen 2009 Coverdell Applicants who, if interested, are encouraged to submit their White Paper proposal (up to \$125,000 per applicant agency) along with their 2010 Coverdell application or within the first six (6) months of the grant period. However, these eligible Applicants that have a history of reverting any California Coverdell funds will forfeit their eligibility under this year's White Paper funding opportunity.

All eligible Applicants receiving funds under the 2010 California Coverdell Program must have a plan in place to address any potential issues with contracts, consultants, procurement processes, etc. in order to effectively spend down the funds in a timely manner. Recipients that have not established a valid contract for service(s) and/or receive an invoice for equipment within six months of receiving funds will risk losing the allocation for white paper projects. Again, extensions will not be granted for the 2010 California Coverdell Program.

Only the program activities listed below are allowable for white paper funds:

1. Validation Studies

Funds may be used to fund overtime for existing staff or to fund a contractor to perform validation studies for the implementation of forensic methods. Forensic methods validated using award funds must be sustainable; the recipient must articulate a plan for the continued use of the forensic method once the award period has ended. The results of validation studies on new or novel forensic methods using award funding must be made available to the relevant scientific community through scientific literature. Results from validation studies conducted to implement forensic methods already in general use within the relevant scientific community do not need to be disseminated.

2. Process Improvement

Funds may be used to fund overtime for existing staff or to fund a contractor to evaluate and implement processes that improve the efficiency of the laboratory system, either through case management systems or work-flow adjustments. As examples, funds may be used to evaluate and implement Laboratory Information Management System (LIMS), integrate scientific instrumentation into LIMS, hire a consultant to process map the laboratory's existing work flow, or to design a more efficient system. The Recipient must be able to illustrate a reasonable and sustainable improvement created by the use of this funding opportunity.

3. Accreditation

Funds may be used to fund the preparation, as well as accreditation activities, for laboratories transitioning from the ASCLD/LAB Legacy program to the ASCLD/LAB *International* or other approved International Organization for Standardization (ISO) – based crime laboratory accreditation programs. Laboratories must provide a date for the scheduled on-site ISO assessment within the grant award period or an anticipated date for the on-site assessment accompanied by an accreditation project timeline. Appropriate use of funds includes, but is not limited to: employing a consultant, funding for an optional pre-assessment visit by representatives of the accrediting body, purchase of a document management system, purchase of a LIMS, or to pay the cost of the on-site accreditation assessment. Consultant services related to accreditation are either provided on a contractual or salary basis by individuals or organizations that are not employees of the project recipient/implementing agency. If choosing to use the funds to pay for the on-site assessment cost, a cost estimate should be requested from the accrediting body and included with the grant application for approval.

4. Equipment Enhancement of Improvement

Funds may be used to fund the purchase of new or replacement laboratory equipment. Equipment is defined as nonexpendable property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax and installation). Equipment, which is directly related to and used for project activities, such as the improvement of turn-around time or backlog reduction, will be considered for purchase approval. The purchase of computers and automated equipment necessary to achieve grant objectives may also be requested. Approval for computer purchases is contingent on the project's ability to demonstrate a cost-effective, project-related need. Identified equipment or computer needs are best demonstrated by clearly relating each equipment item, computer system, or component to the grant objectives and activities.

Declination of Funds:

Applicants identified in this 2010 California Coverdell Program RFA that elect to decline participation must complete **Attachment: Decline of Funds** and submit to Cal EMA by October 27, 2010. A submission for the declination of funds will only be applicable for the 2010 California Coverdell Program funds for the funding year 2010/11 and does not exclude the applicant from future funding opportunities with the California Coverdell Program.

California Public Safety Procurement Program:

All agencies should consider using the 1033 and/or the 1122 Programs available through Cal EMA for equipment needs. These programs offer significant savings and discounts for law enforcement agencies.

1122 Program:

The 1122 Program is a Federal Program authorized through the National Defense Authorization Act which allows State and local governmental agencies the ability to purchase equipment and supplies suitable for Counter Drug, Homeland Security, and Emergency Response activities from three separate federal sources: the Defense Logistics Agency, the Department of the Army, and the General Services Administration.

This program affords state and local agencies the opportunity to take advantage of discounts available to the Federal Government due to its large volume purchases. By using this system, agencies are able to maximize their budget/grant dollars.

Contact: Cathy Vigil (916) 324-8578 or Barrett Benson (916) 324-9161.

1033 Program:

The National Defense Authorization Act authorizes the Secretary of Defense to transfer excess Department of Defense personal property (new and used) to federal, state, and local Law Enforcement Agencies at no cost other than shipping.

Contact: Russ Gibson, Stephene Barhorst, or Christlene Villefranche (916) 323-1453

Please call the above contacts to find out if your agency is already participating. Visit us on the Cal EMA Website under the Public Safety Procurement Section.

2010 CALIFORNIA COVERDELL PROGRAM

PART II – RFA INSTRUCTIONS

- A. PREPARING AN APPLICATION
 - B. PROJECT NARRATIVE
 - C. PROJECT BUDGET
 - D. APPLICATION APPENDIX
-

A. PREPARING AN APPLICATION

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The Applicant must use the forms provided in Part IV of this RFA or on our website at www.CalEMA.ca.gov. The forms must be printed on plain white 8½" x 11" paper for the application. The Project and Budget Narrative templates provided on the website are formatted to Cal EMA standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal EMA templates and not allow for more space than provided by Cal EMA. If a space limitation is specified for a component, strict adherence to the space limitation is required.

Please provide the ten [10] required application components in the order listed below:

- Application Cover Sheet (included in Part IV)
- Grant Award Face Sheet (Cal EMA 2-101)
- Project Contact Information (Cal EMA 2-102)
- Signature Authorization and Instructions (Cal EMA 2-103)
- Certification of Assurance of Compliance – Paul Coverdell (Cal EMA 2-104e)
- Project Narrative (Cal EMA 2-108)
- Project Budget (Including the Budget Narrative (Cal EMA 2-107) and the Budget Forms (Cal EMA 2-106 a-c))
- Reporting Alien Convictions (Cal EMA 2-159)
- 2010 Certification as to External Investigations
- Application Appendix (refer to Part II, D)

NOTE: Pay special attention to the required forms. Failure to submit the correct forms will result in the application being returned.

Copies of the application must be assembled separately and individually fastened in the upper left corner.
Do not bind the application.

B. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the plan.

Applicants should address the intent of the 2010 California Coverdell Program, which seeks to improve the quality, timeliness, and credibility of forensic science and medical examiner services over current operational levels.

1. Problem Statement

The purpose of the problem statement is to address the community needs of the program and the laboratory issues within the agency. Projects should also include a description of their service area. Using statistical data and other sources of information, projects should outline their need for funding and how this funding opportunity will help improve the quality, timeliness, and credibility of forensic science or medical examiner services in their agency.

2. Plan

This section should thoroughly describe a plan to improve the quality, timeliness, and credibility of forensic science and/or medical examiner services and how the goals and program purposes would be met with the funds available. The plan must identify the accredited disciplines that will be impacted by the funding available.

The Applicant's Plan must also support at least one of the three program purposes, as stated in Part I, Section F of the RFA.

For the purposes of this Program, the Applicant must also include "pre-data" which reflects figures representative of the beginning of the grant period - October 01, 2010 – for 1) **turn-around time** and/or 2) **the number of backlogged cases** for each applicable discipline established by each Applicant for the 2010 California Coverdell Program. Turn-around time is defined as the number of days between the submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency.

3. Capabilities

Applicants must provide detailed information and data relative to the laboratory's current forensic capabilities. An organizational chart, which must include individuals supported by baseline and/or white paper funds, should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative (if applicable).

State and local units of government receiving funds under the 2010 California Coverdell Program must use generally accepted laboratory practices and procedures established by ASCLD/LAB, NAME, FQS, or other appropriate accrediting bodies. Applicants must address the status of their current accreditation.

Applicants are encourage to adopt Executive Order 13513, *"Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers"*

Applicants are required to submit a certification regarding external investigations into allegations of serious negligence or misconduct. The Applicant must certify that "a government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious misconduct substantially affecting the integrity of forensic results committed by employees or contractors of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant amount." **See Attachment: FY2010 Certification as to External Investigations**

C. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the Applicant will implement the plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds. Projects may supplement grant funds with funds from other sources. Budgets are subject to Cal EMA modifications and approval.

Cal EMA requires the Applicant to develop a **line-item** budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective implementation of the project. The Applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

Note: The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.
- Where the Applicant does not budget for a required item, the Applicant assumes responsibility.
- Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Applicant should refer to the *Recipient Handbook* for additional information concerning Cal EMA budget policy or to determine if specific proposed expenses are allowable. The *Recipient Handbook* is accessible on our website at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under “Quick links” for the “Criminal Justice Programs Recipient Handbook” or scroll over the “Grant Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” and then look under the “Related Links” section for “Recipient Handbooks.” Should you have additional budget questions, contact the person listed in Part I, Section B.

1. Budget Narrative

The Applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application preceding the budget pages, describing:

- how the project's proposed budget supports the Program's objectives and activities;
- how funds are allocated to minimize administrative costs and support direct services;
- the duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification required in the line-item budget);
- how project-funded staff duties and time commitments support the proposed objectives and activities;
- proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project;
- the necessity for subcontracts and unusual expenditures; and
- the mid-year salary range adjustments.

2. Specific Budget Categories

In Part IV of this RFA, or on our website, you can access Excel spreadsheets for each of the following three budget categories:

a. Personal Services – Salaries/Employee Benefits (Cal EMA 2-106a)

1) Salaries

Funds may only be used for salaries and benefits of new full or part-time employees to the extent such employees are directly engaged in the prevention and/or reduction of backlogged forensic cases. Applicants must provide documentation that the additional new additional full or part-time employee(s) will be engaged in these activities.

Funds may also be used for overtime for existing staff directly engaged in the prevention and/or reduction of backlogged forensic cases. Any payments for overtime must be in accordance with the applicable provision of the federal OJP Financial Guide, available at <http://ojp.usdoj.gov/financialguide/>, or Title 2 of the Code of Federal Regulations (CFR), Part 225, available at http://edocket.access.gpo.gov/cfr_2010/janqtr/2cfr225AppB.htm.

Personal services include services performed by project staff directly employed by the Applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the Applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, C.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (Cal EMA 2-106b)

Operating expenses are defined as necessary expenditures other than personal salaries, benefits and equipment. Such expenses may include specific items directly charged to the project. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the Applicant, travel, generally accepted lab supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, facility rental, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise, these items fall under equipment expenses.

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook*, Sections 3710 and 4500), under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA) or a service agreement contract, which must be kept on file by the Recipient and made available for review during a Cal EMA site visit, a monitoring visit, or an audit. In the case of grants being passed through a Recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

c. Equipment (Cal EMA 2-106c)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

NOTE: The left column of each budget category on the Spreadsheet requires line-item detail including the calculation and justification for the expense. Enter the **whole dollar amount only** (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if necessary. The spreadsheets automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

D. APPLICATION APPENDIX

The application appendix provides Cal EMA with additional information from the Applicant to support components of the application. The following must be included:

- Organizational Chart
- Project Summary (Cal EMA 2-150)
- Noncompetitive Bid Request (Cal EMA 2-156) [if applicable]
- Out-of-State Travel Request (Cal EMA 2-158) [if applicable]
- Other Funding Sources (Cal EMA 2-151)
- Prior, Current, and Proposed Cal EMA Funding (Cal EMA 2-152)
- Project Service Area Information (Cal EMA 2-154)
- Computer and Automated Systems Purchase Justification Guidelines (Cal EMA 2-157) [if applicable]

2010 CALIFORNIA COVERDELL PROGRAM

PART III – POLICIES AND PROCEDURES

NOTE: The Applicant is strongly encouraged to review the following sections before preparing the application.

- A. FINALIZING THE GRANT AWARD AGREEMENT
 - B. ADMINISTRATIVE REQUIREMENTS
 - C. BUDGET POLICY
-

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. Cal EMA does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. Cal EMA employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Award Agreement. However, once the Grant Award Agreement is finalized the Recipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Award period.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal EMA may immediately terminate or reduce the grant award by written notice to the Recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Recipient to the extent state or federal funds are available for payment of such costs.

Cal EMA Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Processing Grant Awards

a. Grant Award Conditions

Cal EMA may add grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the Applicant and a copy of the conditions will be sent to the Recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal EMA.

b. Grant Award Agreement

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received a Report of Expenditures and Request for Funds (Cal EMA 2-201) may be submitted for reimbursement.

c. Grant Award Amounts

When the amount of funds available is limited, Cal EMA may reduce the amount of the grant award from the amount requested by the Applicant. In addition, Cal EMA reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Award Agreement. If either of these actions is required, Cal EMA will notify the Applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding and are explained below for the Recipient's planning purposes:

1. The *Recipient Handbook (RH)*

The *Recipient Handbook* is accessible on our website at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under 'Quick links' for the "Criminal Justice Programs Recipient Handbook" or scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for "Recipient Handbooks." The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

2. Internet Access (*RH 11500*)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the RFA instructions.

3. Progress Reports and Data Collection (*RH 10100*)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, Cal EMA will review these records for accuracy and compare them with the reported data submitted on the progress reports.

Data collected throughout the life of the grant will be compared to the pre-data specified in the application to provide a general indication of the impact of grants funds on the established program purposes. At the end of each reporting period, funded projects will be required to report the following for each of their established discipline(s):

- At the end of the reporting period, the number of days between the submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency.
- At the end of the reporting period, the number of backlogged bases.
- The number of backlogged forensic cases analyzed with Coverdell funds (if applicable) in this reporting period.
- Number of forensic science personnel attending training in this reporting period.
- Number of medical examiner personnel attending training in this reporting period [medical examiner's offices only]

Due to the reporting requirements of the National Institute of Justice, Progress Reports must be submitted to Cal EMA by the specified dates below:

	Reporting Period	Due
Progress Report #1	October 01, 2010 – December 31, 2010	January 14, 2011
Progress Report #2	January 01, 2011 – June 30, 2011	July 15, 2011
Progress Report #3	July 01, 2011 – August 31, 2011	September 15, 2011

4. Monthly/Quarterly Report of Expenditures/Request for Funds (*RH 6300*)

State and local units of government receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form Cal EMA 2-201 will result in the withholding of funds and may result in the recommendation to Cal EMA's Secretary for termination of the grant award.

5. Technical Assistance/Site Visits (*RH 10300*)

Funded projects are assigned a Cal EMA Program Specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program Specialists are available to assist the Recipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned Program Specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (*RH 10400*)

A monitoring visit is an on-site assessment by staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

7. Audit Requirements (*RH 8100*)

To safeguard Cal EMA assets and to ensure that all funds are accounted for, Cal EMA requires that organizations receiving Cal EMA grant award(s) be audited in accordance with *Recipient Handbook*, Section 8100.

8. Source Documentation (*RH 10111*)

Recipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFA instructions. Recipients will be required to have written job descriptions on file for positions funded by Cal EMA detailing specific grant-related activities to achieve project objectives.

9. Copyrights, Rights in Data, and Patents (*RH 5300-5400*)

Cal EMA owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

C. BUDGET POLICY

This document summarizes information on Cal EMA Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under “Quick links” for the “Criminal Justice Programs Recipient Handbook”, or scroll over the “Grant Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” and then look under the “Related Links” section for “Recipient Handbooks.”

1. Supplanting Prohibited (*RH 1330*)

Grant funds must be used to supplement existing funds for program activities and *not replace* funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal EMA indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1330 of the *Recipient Handbook*.

2. Methods of Contracting and/or Procurement (*RH 3400*)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal EMA program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000 which require prior Cal EMA approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal EMA will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if Cal EMA determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

3. Travel Policies (*RH 2236*)

The following is Cal EMA’s current travel policy:

a. Travel and Per Diem (*RH 2236*)

The Applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

State and local units of government may use their own written travel policy or the state policy. However, Applicants must state which travel policy will be used throughout the life of their grant award in the Budget Narrative.

b. State Travel and Per Diem Policy (*RH 2236.2*)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal EMA approval prior to the date of travel. Any requests for out-of-state travel submitted during or after the date(s) of travel will not be approved.

2) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is \$40.00 for a 24-hour period.

3) Lodging

The maximum allowed lodging expense is \$84.00, plus applicable taxes, (except as noted below). Lodging receipts are required for reimbursement.

4) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110.00, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140.00, plus applicable taxes.

5) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 50 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

6) Other

Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

4. Independent Contractor/Consultant Services (*RH 3710*)

Consultant services are provided on a contractual basis by individuals or organizations not directly employed by the Applicant. Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the Applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

Rates (3710.1)

The maximum rate for independent contractors is limited to \$450 per eight-hour day (excluding travel and subsistence costs) or \$56.25 per hour. Compensation over the \$450 per day or \$56.25 per hour maximum rate requires additional justification and **prior approval** from Cal EMA.

Compensation for independent contractors employed by State and local units of government will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

5. Facility Rental (*RH 2232*)

Up to \$21.00 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

- Rental Space for Training and Counseling Rooms (*RH 2232.1*)

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

6. Rented or Leased Equipment (*RH 2233*)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal EMA prior to the execution of a rental or lease agreement.

7. Audits (*RH 8150*)

Recipients expending between \$25,000 and \$499,999 in federal or state funds annually cannot use federal funds to reimburse for costs associated with audits. Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs.

Specifically, the allowable audit costs are as follows:

- if the total project cost is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- if the total project cost is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total project cost for financial audit costs.

8. Equipment (*RH 2300*)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the Recipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by Cal EMA is required.

b. Computers and Automated Equipment (*RH 2340*)

1) Units of Government (*RH 2342.2*)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal EMA will evaluate the proposed purchase on the basis of grant-related need. Cal EMA must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

2) Computer Purchase Justification (*RH 2341*)

Approval for purchases of computers and automated equipment is contingent on the Applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the Applicant will be sent instructions for preparing the justification.

9. Prohibited Expense Items (*RH 2240*)

a. Bonuses and Commissions (*RH 2241*)

Projects are prohibited from paying any bonus or commission to any individual, organization or firm unless specifically authorized by the terms of the program

b. Lobbying (*RH 2242*)

Refer to *RH 2242.1* for an extensive list of prohibited activities.

c. Fundraising (*RH 2243*)

Cal EMA grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements (*RH 2244*)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFA instructions.

e. Interest (*RH 2245*)

The cost of interest payments is only allowable if the cost is a result of a lease/purchase agreement.

f. Charges, Fees, and Penalties (*RH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

g. Food and Beverages (*RH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings or office functions is not an allowable expenditure.

h. Weapons and Ammunition (*RH 2247*)

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

i. Membership Dues (*RH 2248*)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

j. Professional License (*RH 2248*)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

k. Depreciation (*RH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

l. Indirect Costs / Administrative Overhead (*RH 2220*)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs.

m. Automobiles (*RH 2331*)

Automobiles are not allowable items in this Program.

n. Trade Shows

Trade shows, such as the Shot Show, are unallowable costs in this Program, unless the participant is registered and attends a seminar, break-out session, or any other type of training session during the show, which furthers their knowledge of a predetermined discipline.

o. Laboratory Chemicals that require approval for the California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA).

p. Project Income

q. Construction

r. Expert Witness Fees

2010 CALIFORNIA COVERDELL PROGRAM

APPLICATION FORMS

Click on one of the links below to access the corresponding form. Save the form to your hard drive before filling it out. To access the complete list of forms go to www.CalEMA.ca.gov, scroll over the “Grant Programs” tab, select “Grant Applications & Proposals (RFAs/RFPs),” then look under the “Related Links” section for “Forms”. Or, paste the following link into your browser:

[http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)&Div=Law+Enforcement+and+Victim+Services+\(LEVS\)&Branch=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)Forms](http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)&Div=Law+Enforcement+and+Victim+Services+(LEVS)&Branch=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)Forms)

[Checklist](#)

[Coversheet](#)

[Grant Award Face Sheet and Instructions \(Cal EMA 2-101\)](#)

[Project Contact Instructions and Information \(Cal EMA 2-102\)](#)

[Signature Authorization and Instructions \(Cal EMA 2-103\)](#)

[Certification of Assurance of Compliance – Paul Coverdell \(Cal EMA 2-104e\)](#)

[Application Budget – Budget Narrative \(Cal EMA 2-107\)](#)

[Project Narrative \(Cal EMA 2-108\)](#)

[Budget Forms \(Excel spreadsheet format\) – 2-106b. Without Match](#)

[Project Summary \(Cal EMA 2-150\)](#)

[Noncompetitive Bid Request Checklist \(Cal EMA 2-156\)](#)

[Out-Of-State Travel Request \(Cal EMA 2-158\)](#)

[Other Funding Sources \(Cal EMA 2-151\)](#)

[Prior, Current, and Proposed Cal EMA Funding \(Cal EMA 2-152\)](#)

[Project Service Area Information \(Cal EMA 2-154\)](#)

[Computer and Automated Systems Purchase Justification \(Cal EMA 2-157\)](#)

[Reporting Alien Convictions \(Cal EMA 2-159\)](#)

2010 CALIFORNIA COVERDELL PROGRAM**GLOSSARY OF TERMS**

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet (Cal EMA 2-101) is the programmatic Recipient of the grant funds and will accomplish the planned objectives and program goals. The Recipient was formerly referred to as the "Grantee."
Application	Once selected for funding, the original proposal plus any additional forms as required by Cal EMA becomes the application. This application, once signed by Cal EMA and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement (Cal EMA 2-101).
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	An EEO Checklist is a document used by program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal EMA in verifying that Recipients are in compliance with State and Federal Civil Rights Laws.
Grant Award Agreement	The signed final agreement between Cal EMA and the local government agency or organization authorized to accept grant funding. (See Application).
Grant Funding Cycle	The number of years a program may be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFA) or the Request for Application (RFA), which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (Cal EMA 2-101)
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).

Monitoring Report Response Form	Form sent to the Recipient with the Monitoring report. The form is completed by the Recipient and returned to the Cal EMA Local Assistance Monitoring Branch (LAMB), indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances).
Nonprofit Organization (aka Community-Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for Recipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <p>(1) Proof that the Internal Revenue Service recognizes the Applicant has the status of a 501(c)(3).</p> <p>(2) A statement from a State taxing body or the State Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the State; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual:</p> <p>(3) A certified copy of the Applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the Applicant; or</p> <p>(4) Any item described in (1) through (3) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the Applicant is a local nonprofit affiliate.</p>
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
On Site	Refers to the location of operation of the grant award Recipient. If multiple sites exist, the site that provides the project Recipients with program direction qualifies as the "on site location."
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles that serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency.

Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Project	The implementation of a Program by a Recipient. The project includes all of the grants implemented by the Recipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFA and submitted to Cal EMA that specified the priorities, strategies, and objectives of the Applicant.
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Recipient Handbook</i> is accessible at www.CalEMA.ca.gov . Look on the right side of the Cal EMA homepage under 'Quick links' for the "Criminal Justice Programs Recipient Handbook" or scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for "Recipient Handbooks." The <i>Recipient Handbook</i> was previously called the <i>Grantee Handbook</i> .
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal EMA to obtain applications from Applicants previously selected for funding.
Request for Proposal (RFP)	The RFP is issued by Cal EMA to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid."
Sole Source	This term has been replaced by the term "noncompetitive bid."
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement.
Supplanting	To reduce federal, state, or local funds because of the existence of Cal EMA funds. Supplanting occurs when a Recipient deliberately replaces its non-Cal EMA funds with Cal EMA funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, Cal EMA policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.
USC	United States Code

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
PUBLIC SAFETY AND VICTIM SERVICES**

FY 2010 Paul Coverdell Forensic Science Improvement Grants Program

Certification as to External Investigations

On behalf of the applicant agency named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice and to the California Emergency Management Agency:

A government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results committed by employees or contractors of any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that will receive a portion of the grant award.

I agree to notify Cal EMA Coverdell Program Staff at the *initiation, duration of, and at the conclusion of* any and all complaints and/or allegations of serious negligence and/or misconduct substantially affecting the integrity of forensic results committed by employees or contractors of the forensic laboratory system.

I have personally read and reviewed the section entitled "Eligibility" in the FY 2010 program announcement for the Coverdell Forensic Science Improvement Grants Program. I acknowledge that a false statement in this certification or in the application that it supports may be subject to criminal prosecution, including under 18 U.S.C. §1001. I also acknowledge that the Office of Justice Programs and/or California Emergency Management Agency grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, Department of Justice, Office of the Inspector General, and the California Emergency Management Agency.

I have authority to make this certification on behalf of the applicant agency (that is, the agency applying directly to the California Emergency Management Agency).

Signature of Certifying Official

Name of External Investigative Agency

Title of Certifying Official

Contact at External Investigative Agency

Name of Applicant Agency

Title

Date

Phone #



DECLINE OF FUNDS

National Institute of Justice

Paul Coverdell Forensic Science Improvement Program

Fiscal Year 2010/11

2010 California Coverdell Program (Coverdell)

The reason(s) the county declines to apply for 2010 Coverdell funds is as follows (check all that apply):

- ☐ Unable to meet reporting requirements
- ☐ Cannot meet eligibility requirements
- ☐ Other (please explain)

Explanation:

Lead Administrator Signature_____
Applicant Agency_____
Date

(Sheriff, Chief of Police, DA, etc.)

Print Name_____
Title_____
Phone Number**Please mail or fax to Cal EMA by October 15, 2010:**

California Emergency Management Agency

3650 Schriever Avenue

Mather, CA 95655

Fax: (916) 323-1756

Attn: Crime Suppression Section